



Community Guidelines

Foundry Consortium July 2022

About These Guidelines

We are confident that you will find the Foundry a dynamic and rewarding place in which to practice art and/or work.

These Community Guidelines cover general information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions you should address your specific questions to:

Jenna Schlags, Director of Finance and Operations

jenna@cambridgefoundry.org,

Logan Lopez, Program Coordinator

logan@cambridgefoundry.org

David Siegel, Maker Space Manager

david@cambridgefoundry.org

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Expectations for Entering the Foundry

- Encourage and support other members of our community
- Act with kindness, fairness, honesty, integrity, inclusion, respect, and openness.
- Treat everyone with equity and dignity.
- Provide a healthy environment for the exchange of ideas.



Do not engage in:

- Violations of copyright and privacy
- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of marijuana or illegal drugs on the premises
- Possession, distribution, sale, transfer, or use of alcohol while operating maker-space equipment, or while on the premises except during organization-sponsored activities which may include the serving of alcoholic beverages
- Fighting or threatening violence
- Negligence of specialized equipment or hazardous materials
- Smoking on the Foundry premises, including patio space
- Possession of dangerous or unauthorized materials (i.e., explosives, firearms or weapons)
- Finally, please do not escalate a potentially dangerous situation; if you can, remove yourself from the situation and seek a member of the Foundry staff

Please do:

- Be mindful of noise management
- Leave the space as you found it or better¹
- Be considerate of shared areas and amenities
- Make sure walkways are clear when working in shared space
- Know the locations, contents, and use of first aid, fire extinguishers, and fire exits. If you aren't sure where those are, you can go to the Welcome Desk.
- Leave adjusting and repairing specialized equipment to the experts
- Wear protective clothing as needed for specialized equipment and handling hazardous materials
- Bring a buddy with you if you will be in the space after regular business hours (and have access to do so)
- Let us know if you have a question about something, or need help
- Let us handle any non-emergency situations, and allow us to determine whether police or a different emergency response hotline would be most appropriate
- Talk to people, feel free to try a new activity, grow creatively!

¹ Members who do not abide by this may be charged a cleaning fee. If you know in advance that your event could use help with cleaning, please contact us.



Zero-Tolerance Harassment Policy

- Harassment is not tolerated including intimidation, sustained disruption of discussions, inappropriate physical contact, personal attacks, offensive verbal comments, and other unwelcome attention
- Defamatory, profane, discriminatory, misleading, unlawful or threatening comments are unacceptable.
- Discrimination is not tolerated including unjust or prejudicial treatment of different categories of people, behaviors based on bigotry or implicit biases against a particular group
- See “Harassment Guidelines” for more information on the definition of and violation of these guidelines

COVID-19 Protocols

All Foundry employees will be required to be vaccinated against the Covid-19 virus.

Mask use is encouraged within the indoor spaces of the Foundry to help protect our most vulnerable community members. Mask use will be encouraged for all visitors to the Foundry building, and masks will be on hand for those who need one.

In the event of a surge in cases for Covid-19 or any other public health crisis disease, the Foundry will comply and follow local City of Cambridge guidelines and regulations.

In Case of Emergency

If a situation requires crisis intervention for mental health and substance abuse concerns, use these resources:

- BEST ([Boston Emergency Service Team](#)) 24/7 Hotline: 800-981-4357
They are the primary emergency service team in the Boston area, serving Boston, Cambridge, Somerville, and Fall River
- National Domestic Violence Hotline: (800) 799-7233
- National US Child Abuse Hotline: (800) 422-4453
- National Helpline for Substance Abuse: (800) 262-2463
- National Hopeline Network: (800) SUICIDE